PARENTS AND FRIENDS COMMITTEE

Role – Provide support, information and involvement of families in children's learning and community.
Promote Catholic Education principles.
Support the Principal and develop collaborative relationships between families and school staff.
Parents are an important part of the school community, encourage parent participation in school life and promote interaction between home and school, parents and teachers.
Plan and organise functions approved by the committee and Principal.
Be inclusive and respectful of decisions, of others and committee protocols.

OFFICE BEARERS

President

Convenes meetings, liaise with Principal to ensure actions are sanctioned, maintain relationships between Principal, staff and parents. Ensure committee members are informed and given chances to speak.

Vice President

Supports President by chairing meeting in Presidents absence, shares duties or responsibilities as agreed, being supportive and attending meetings. May have specific roles or subcommittees to be responsible for.

Secretary

Point of contact between meetings, link with the school office staff, attends meetings. Prepared in advance of meeting with sorted correspondence and apologies. Records minutes and writes these up promptly and distributes to committee. Keeps records and collaborates with other executive members.

Treasurer

Keep accurate financial records of all receipts and expenditure, pay accounts as authorized, bank money regularly, present a monthly financial report, arrange for audited financial report, arrange for monthly bank statements and reconcile deposits and cheque books with the statements.

Fundraising Sub-Committee

Organises sanctioned events such as Mothers/Fathers Day stalls, fundraising activities, disco, school BBQ’s. Responsibility for what has been agreed should be shared by all group members.

Members

Every parent/carer of a child that attends the school is a member of the P and F. Community members (friends) can also be members. Members are welcome to participate in a meaningful way. They should be respectful of decisions and supportive.